

Stepping Stones To Recovery

**Intermediate Residential
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CONSUMER'S HANDBOOK OF RULES AND REGULATIONS

ABOUT US:

At Stepping Stones to Recovery (SSTR) we realize that the addiction for men and women are very different. We focus on enhancement of a men's physical health, emotional needs, and spirituality. We feel that men overcome addiction faster and more completely when they are supported by a community of others who are experiencing the same issues and facing the same challenges related to alcohol or drug addiction. We are committed to having a facility that is safe, secure comforting and nurturing for men to heal their mind, body and spirit from addiction while presenting the needed resources to build a strong foundation for sobriety. To have a facility that sets the standard of excellence in the treatment of addiction disorders through nutrition and specialized treatments that are built around individual needs.

FACILITY BARRIERS:

SSTR only has English speaking counselors and support staff. SSTR does not have wheelchair access and therefore cannot provide services to handicap persons. We do not discriminate based on religious or non-religious practices.

STRUCTURE AND RULES FOR SSTR

It is important for many drug dependent individuals to re-create a sense of safety and balance in their lives. Many addicted families live with years of chaos and uncertainty. This causes many problems for addicts to be survivors of dysfunctional family systems in which there was either too much rigidity or very little structure. We understand these issues and have developed a House structure so that you can learn ways to return balance to your family system. Give your peers a break while they are adapting to a new way of life...we are all in this lifeboat together.

General Rules

- We are proud of our facility and want to keep it looking nice and presentable when we have guests.
- Absolutely **NO** smoking, burning incense, wax burners or candles lit in the house.
- **NO SMOKING** after lights **out**. **NO ONE** goes outside after lights out (10:00 pm). Clients may go outside at 7 am. This is for your safety as well as staff.
- If you are too sick to attend or participate in groups, you are too sick to smoke. You will stay in your room all day. You will come out for meals only. You will have to sign a sick day pass and get approval.
- Stealing is an unacceptable behavior. Clients will be required to make amends to the store/person if caught with stolen goods (if/as applicable). You will be asked to leave.
- Clients cannot leave property without notifying staff.
- Overnight staff are to get you up at 7:00 am. You are to be up, dressed, bed made, room cleaned, to the Group Room by 8am a.m. Monday-Friday and 9:00 a.m. on Saturday. Set your alarms that are in your room if you need more time to get this done on time.
- You will **NOT** be given time during the day to get ready to go to meetings, groups or appointments. Sometimes things come up therefore, be responsible and be ready.
- If you do not have this done each morning, on time, there will be consequences.
- You are to take care of your **personal hygiene**. Shower regularly **AND WASH YOUR HANDS** after going to the bathroom!
- **NO** energy drinks are allowed on the property, this in effort to set limits with caffeine consumption, to include 5 hours energy drinks or OTC energy "packs" of supplements.
- You need to plan ahead if you are needing pop or cigarettes. Needs to be on scheduled dates.
- It is **NOT** acceptable to ask other clients **OR** staff for money to buy cigarettes or anything else.
- If you brought money or valuables with you, you will keep them locked in your locker. Do not bring large amounts of cash or valuable items.
- When shopping the only clients that can go in are clients that have money.
- Clients can only take wallets into a store. No bags etc.
- When you are out in public, meetings etc. you are to act like adults. You are representing SSTR. Remember that!!
- There is **NOT** to be any furniture moved, pictures taken down **AT ANY TIME. PERIOD!!!**
- No push pins or tape of any kind is to be put on the walls. No taping items on walls.
- No SEXUAL BEHAVIOR will be allowed.

Bedroom Rules

- **NO** eating or drinking in bedrooms at all, except for water. You may store unopened cans of pop in locker.
- If food, drinks, lighters, cigarettes or E-cigs are found in your room they will be confiscated and destroyed and (2) days of phone time will be taken away. They are to be kept in your lockers and **NOT** in your pockets or your room.
- Respect your roommate. Lights are to be turned off at 10 PM. If it is alright with your roommate that you may leave lights on, if roommate agrees.
- All personal items in your room are to be **NEAT & ORDERLY** at all times. Rooms will be checked each AM. If rooms are not **NEAT, CLEAN and ORDERLY** and your bed made EVERY morning (3) days of phone time will be taken away.
- You are too deep clean your room (2) times a week. Bedding, bathroom shower, toilet etc.
- If you have a roommate, just remember they are **NOT** your mother. Pick up after yourself.
- You are **NOT** to go into each other's rooms.
- You are **NOT** to move **OR** remove **ANY** wall hangings in the rooms for **ANY** reason.
- You are **NOT** to use push pins/nails etc. in walls.
- You are **NOT** to lock your bedroom door **OR** bathroom door. This is in case of an emergency!!
- Staff is to knock on door before entering your room.
- The window in your room is to be **CLOSED AND LOCKED AT ALL TIMES!!!** This is a safety precaution. (you may ask permission on days that the weather is nice and the air/heat are not on).
- Clients are **NOT** to change rooms **OR** beds without **FIRST** asking the Director.

Sending/receiving Mail

- Staff will collect mail daily & if you have mail, place it in the designated place in Office.
- Clients are **NOT** to walk outside to get mail.
- Do **NOT** do a change of address to this facility, through the post office. This is a business, and you will not be able to get it forwarded from here.
- All mail received after you are gone will be returned to sender.

PHONE USE

- If you need to use the phone during daytime hours you need prior approval.
 - Clients may bring their cell phones to treatment, but phones will be locked up in lockers will only be accessed during phone time.
 - Phone time is scheduled for 1-2 hour a day (Free time) and during visitation times on the weekend. visitation times are 2-5 Saturday and 1-5 on Sundays.
 - PLEASE NOTE: Phone time is a privilege and can be revoked AT ANY TIME.
 - If you do not have a phone, you may use the client phone during phone time. However, you may not get the full allotted time for phone, depending on the number of clients that do not have a phone.
 - If someone needs to speak with their child before phone time, because children go to bed early, you can request to call them, but the amount of time talking to child comes OFF the rest of your phone time.
 - When you return your phones, after use, they are to be put on **silent-charging is your responsibility.**
- VISITATION RULES-See Attached**

Medication

- Medications will be given at 7:30 a.m. 12:30 p.m. 5:30 p.m. 8:30 p.m. **ONLY. Unless otherwise medically relevant. OTC as needed.**
- If you need medication around Group time, you need to make SURE you get it BEFORE group.
- Clients are to be lined up at office at scheduled time, with water in hand. If you show up late for medications you may **NOT** be given meds till the next scheduled time. You are adults, to be responsible for knowing when you need to take your medication.
- Only (1) client in office when meds are being given.
- Clients need to be lined outside the office door, not in the office, with water to get meds.
- You are not to share your medications with any other client.
- You will be given **ONLY** what your prescription says on the bottle. **NO EXCEPTIONS.**
- There are some OTC medicines that SSTR offers, however a medication sheet will still need to be filled out and in your file and they are to be taken responsibly and not abuse the privilege. If you are able to get your own medications, please do so, but they still have to be locked up in office.
- All medication OTC or RX is to be locked up in Office.

Group Attendance and Individual Sessions

- " Any client on SSTR property **MUST** attend groups.
- If you have fever or sick you must be cleared with counselor before staying in bed. Again, **if you are too sick to attend Group you are too sick to smoke.**
- If you are intermediate, you will have one individual session each week.
- " You are expected to work on your treatment plan objectives, so you have something to go over each week with your counselor.
- You are expected to be on time, every time.
- <|| Look at the schedule on front of binder given during Intake.
- <|| Be prepared when you come to group. Have your books, notebooks, binders & writing utensils.
- " Do not leave during group unless you have asked first.
- You are responsible for getting any **homework done in a timely manner.**
- If a client is late for any group or outings (1) day of phone time will be taken away for each incident.
- **You need to know you are to follow the rules or there are going to be consequences.**
- You are to be courteous to each person in group.

- You are expected to give everyone in group a chance talk, discuss and answer questions without judgement.
- Principles before personalities!! Constantly remind yourself why you are here. It's not your job to fix other clients. It is your job to help create a supportive atmosphere for you and others to learn and recover.
- If you listen to music or watch movies in the Rec Room, be respectful.
- **When we go to meetings you are expected to act like adults.** You are representing SSTR.
- Confidentiality is important and some of the other clients may not want everyone at the store/gas station to know that he is in treatment.
- If you have community service hours to perform you are responsible for keeping track of your hours. You need to notify Director so they can be approved on a weekly basis.
- **You need to stay on track and follow the schedule. AND show up on time ALWAYS!!!**

Smoking

- Smoking cigarettes and E-cigs are NEVER allowed in the house. All smoking MUST be in the designated area ONLY!
- **When you come in from smoking you are NOT to have any cigarettes on you. You are to put them in your locker.** NOT on your ears, in your mouth or in your pockets.
- **If you get caught phone time will be taken away!!!**
- You are NOT to take cigarettes with you to outside meetings.
- E-CIGs are not to be smoked in the house, van, car or offices.
- **It doesn't matter if you are expecting money or cigarettes and will pay them back. DO NOT ASK others for cigarettes!!**

MEALS

- You will be assigned a meal to prepare.
- You are responsible for getting meat to prepare.
- If we are low on something write it on the "ITEMS NEEDED" list located on right side of refrigerator in kitchen.
- **NOTHING is to remain on table, no books, dishes etc. Keep this in mind because EVERYONE loses phone time!! Clean up after yourself!**
- You are responsible for washing your own dishes and turning in your silverware.
- **It is MANDATORY when you are handling food you ARE TO BE WEARING GLOVES, at all times!**
- Whoever prepares meals will be responsible for putting leftovers away in a sealed container or bag with label and date on it. (food Safety information in kitchen).
- Whoever is on kitchen duty is responsible for washing the pots & pans from that meal only. Wipe down ALL counter tops, clean oven/stove top, wiping down the microwaves inside and out include handles, refrigerator door and door handles!!
- Make sure ALL items with lids are closed labeled and dated.
- **Make sure when you open something check to see if it needs to be refrigerated, WHEN OPENING ANYTHING!!**

- When you open something, and it does NOT reseal, put in a zip-lock bag and date it. IF it is in original packaging you don't need to date it because it has expiration date on it. If it is NOT in the original packaging, then put it in a zip-lock bag and DATE IT!!!
- If it is in an original bag BUT will not reseal. Place contents in zip-lock bag and put date on it.
- **EVERYONE is responsible for washing their OWN DISHES All DAY!!! CLEAN UP AFTER YOURSELF!!!**
- Look to make sure there isn't already one of the same items already opened BEFORE you open another one.
- ., That is why it is so important to have things organized.
- No food is to be ANYWHERE other than dining room/kitchen.
- **Whoever cooks need to take into consideration how many clients we have and how much that needs to be cooked. This is to cut down on leftovers.**
- .. **There is NO eating between meals!!! Only snacks-which are provided.**

GRADUATION

- ., Clients need to pack everything the night BEFORE graduation and place it by the office door, for inspection.
- ., Only things to be left out is your hygiene items for shower and change of clothes you will be wearing for graduation.
- Monday is reserved for graduation laundry. You are to wash all towels and bedding and make your bed ready for a new client to come into. Clean your bathroom and make room neat and tidy. Room will be checked before phone is given to you.
- Overnight staff will go thru the client's bags to make sure there is no SSTR property.
- Staff is to make sure client's phone, phone cords, medication and any other personal items go with the client AS THEY ARE LEAVING with their bags.
- Client's need to check in any books, of SSTR material.
- Return CLEAN and folded, 2 towels, 2 wash cloths, 1 hand towel, 10 hangers in the basket you were issued during intake.
- Make sure you remove items out of your locker and wipe it down with Clorox wipes. Put the lock back on the locker AND LOCK IT!! If you were issued a LOCK AND KEY return to Office.
- " Client's items will remain in offices till client walks out the door.

PROPER CLOTHING ATTIRE

- No advertising of drugs, alcohol, bars, or clubs on clothing. No guns, sexually explicit or derogatory clothing can be worn.
- ., **Hats that are worn inside the house need to be worn in a way that staff can always see your eyes. Hats will be removed during groups.**
- **Absolutely NO sunglasses are to be worn inside buildings.**
- .. Shoes or slippers **MUST** be worn at all times.

*In all situations staff will determine what appropriate dress is and have the right to ask clients to change their clothing immediately.

LIBRARY

- Books may be checked by Staff Monday-Friday 8-5 ONLY!!
- Books will be locked up and will only be AVAILABLE to check out during times listed above.
- Books will be checked out and need to be checked back in **BEFORE GRADUATION OR LEAVING SSTR.**

VALUABLES/CASH

- Any client that has cash is responsible for cash.
- No valuable are accepted and/or stored at location, will be sent home at time of admission, or at client experience.

TRANSPORTATION & RIDING IN THE COMPANY VAN/VEHICLE

- There is no smoking in the company vehicles.
- All clients are required to have seat belts on **AT ALL TIMES** when being transported.
- Any client that has a vehicle here must turn their keys in at the time of admission.
- Clients are not to enter vehicle for any reason without staff present.
- All clients must remain seated while the vehicle is moving.
- No foul language, profanity, or disrespect will be allowed during transportation.
- No sexual behavior will be allowed.
- Any incident must be reported immediately to the staff and/or supervisor.

FIRE AND TORNADO DRILLS

- During fire drill you will use the closest exit. They are on the East and West sides of the facility. We will all meet by light pole on 16th street, North of facility.
- During tornado drill you will go to the lower level hallway.
- These drills will be done once monthly. You **ARE** expected to participate and follow procedures as if the drills are real.

URINALYSIS

- Random Urinalysis is given at any time, and at the discretion of staff.
- It is NOT acceptable at any time to give urine to anyone.
- Exchanging urine for someone else will result in discharge. It is your responsibility to notify staff if approached.

STUDY Session/Free Time

- This time is to be used for studying, homework or socialization. It is NOT a time to be sleeping.
- **Study Time is to be done at the Dining Room Table, Free time in Rec Room.**
- Everyone needs to work together and be helpful and respectful.

MISCELLANEOUS

- **Hair dying is NOT allowed on SSTR property.**
- **Cutting of hair** is not allowed-unless completed by a certified barber.
- Getting up out of bed needs to be your responsibility. Set the alarm clocks.
- NO personal food is to be in the facility storage.
- NO client is to go to shopping without staff.
- **STAFF ARE NOT to let client's go to shop without STAFF.**

T.V. RULES

- a **NO TV** until Free Time, unless staff approves.
- **NO** movies or TV shows that glorify drugs or alcohol.
- **NO** dirty movies.
- **TV** is a privilege and can be taken away at any time.